

**D. Categories of Employees – General Definitions**

**1. Classified Employee**

"Classified employee" means any person appointed to or holding a position at an institution, agency, or school whose position is subject to the provisions of the merit examination, selection, retention, promotion, and dismissal requirements of the Idaho Division of Human Resources as provided under Chapter 53, Title 67, Idaho Code, or the policies and procedures of the University of Idaho for classified employees.

**a. Classified Employees -- Idaho Division of Human Resources**

Appointments, employment status, personnel actions, and primary employment benefits concerning classified employees of the Board must be administered in accordance with the rules and regulations established by the Idaho Division of Human Resources.

**b. Classified Employees -- University of Idaho**

Classified employees at the University of Idaho are subject to the policies and procedures of the University of Idaho for its classified employees. Such policies and procedures require approval by the Board, and should be, in so much as practical, parallel to the provisions provided for state of Idaho classified employees in Chapter 53, Title 67, Idaho Code.

**2. Non-classified Employees**

"Non-classified employee" means any person appointed to or holding a position at an institution, agency, or school designated by the Board as non-classified and thus is not subject to the provisions of Chapter 53, Title 67, Idaho Code or the policies and procedures of the University of Idaho for its classified employees. The Board's designation of a position or employee as non-classified constitutes any designation necessary under Idaho law to designate such position or employee as an officer.

a. The Board's executive director and the chief executive officers of the institutions, agencies and school are appointed by the Board and serve at the pleasure of the Board, and may therefore be dismissed at any time, with or without cause, and without notice.

b. As used in these personnel policies, the term "chief executive officer" shall mean the following, with reference to the appropriate entity:

(1) Institutions – the president

(2) Idaho School for the Deaf and Blind – the superintendent

- (3) Office of the State Board of Education – the executive director
- (4) The Division of Vocational Rehabilitation – the administrator
- (5) The Division of Professional-Technical Education – the administrator
- (6) Idaho Educational Public Broadcasting System – general manager

**c. Faculty Employees**

Faculty employees comprise a large and unique subset of the Board's non-classified employees. Thus, faculty employees are addressed specifically throughout these policies and procedures.

**(1) Institutional Faculty**

- (a) "Academic faculty" means all employees who hold the rank of instructor/lecturer or a higher academic rank in an academic department at the University of Idaho, Idaho State University, Boise State University, or Lewis-Clark State College,
- (b) "Professional-Technical faculty" means all employees who hold the rank of instructor or higher in any of the five area professional-technical colleges or Eastern Idaho Technical College and who are hired under the Division of Professional-Technical Education.

References to "institutional faculty" or "faculty" in these policies include both academic and professional-technical faculty. Institutional faculty are generally subject to all of the same policies and procedures unless one group is specifically addressed or exempted.

**(2) School Faculty**

"School faculty" means employees holding instructional or instructional support appointments at the State School for the Deaf and the Blind. School faculty are subject to the laws and rules of Idaho regarding certified teachers and are not considered "faculty" in these policies and procedures as are institutional faculty with regard to faculty rights and benefits (i.e. tenure, sabbatical, etc.).

**d. Temporary or Special Project Non-classified Employees**

- (1) This category includes (1) employees who are appointed to positions that are either temporary or for special projects and who generally meet specific position requirements for (a) grants or contracts of specified duration or (b) part-time teaching

or other responsibilities, and (2) employees who are appointed to fulfill the responsibilities of continuing positions on an emergency or temporary basis.

**(2) Student Employees**

A student enrolled in an undergraduate, graduate, or professional-technical program at and employed by a state college, university, community college or professional-technical center when such employment is predicated on student status.

- e. Head Coaches and Athletic Directors (Institutions Only) – Serve pursuant to contracts of employment as set forth in these policies and procedures.